



File #55

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: Advisor: Gospel Choir	Building: CHHS
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: C	Expected # of participants: Approx. 25-50
Date of Last Program Review: November 2014	

Statement of purpose:

The Gospel Choir is an extra-curricular activity consisting of dedicated individuals who exemplify a deep appreciation for the music they sing. The choir renders a wide range of music to include rock and jazzy gospel, contemporary and blues gospel, Negro spirituals as well as a cappella renditions.

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}.*

- Students will gain a greater knowledge of the various genres encompassing gospel music
- Students will participate in a performing arts aggregation
- Students are expected to participate in the fund-raising activities of the choir

Minimum knowledge, skills, certifications, physical requirements: *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- Knowledge of music (able to teach parts)
- Should be able to play piano

Detailed essential function(s) - specific to position: *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Choose and teach appropriate songs
- Audition members
- Maintain Performance Schedules
- Maintain accurate records
- Plan and organize fundraisers
- Plan tours
- Oversee Parent Organization

Time Commitment Expected: *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- Rehearsals are weekly and twice weekly as needed (usually preceding concerts)
- During the week of the 2 major concerts, rehearsals are daily
- Performances are usually on the weekends, and members should be able to attend
- Spring tours are planned during Spring Break which is uncompensated

Preparation

- Planning for rehearsals generally requires about 5 hours weekly outside of rehearsal time
- Time is spent planning for the tours which can take a considerable amount of time
- Overseeing fund raising activities can involve a few extra hours during times of fund-raising

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb

- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.